

DRAFT Minutes
 Citizens Advisory Council (CAC) Meeting
6:00-8:00 p.m., Monday, July 18, 2022

ADVISE * ACT * LEARN * LEAD

CAC Members

Andrew Aller	P	Heidi Groven	E	Marilynn Torkelson	P
Rodey Batiza	P	Peter Iverson	A	Jeff Weiss	A
Jim Boettcher	P	Terry Jorgenson	E	Jessica Willey	P
Michelle Frost	P	Sharon McCotter	E		

Others

Terry Jeffery	<i>RPBCWD Administrator</i>	P	David Ziegler	<i>RPBCWD Manager</i>	P
Eleanor Mahon	<i>RPBCWD Staff</i>	P			

CAC MOTIONS for the Board of Managers:
 1. None

Key CAC discussion items for the Board of Managers:
 1. No new ones

- I. Opening –**
 - A.** 6:03 President Aller called CAC Meeting to Order
 - B.** Attendance
 - a. Notice was given of the resignation by Mike Sorensen due to work conflicts. Many thanks for his participation in CAC. It is hoped that he is able to attend our CAC and watershed activities in the future.
 - b. It was noted that with 10 remaining active CAC members, a quorum is achieved with 5 members with a majority of members present needed to pass motions.
 - C.** Staff/Manager introductions- Welcome BOM President Ziegler
 - D.** Matters of general public interest
 - E.** Approval of the Agenda: Marilyn- motion, Michelle- 2d, unanimous approval
 - F.** Designate timekeeper- President Aller will act as timekeeper
 - G.** Approval of previous CAC meeting minutes- Rodey- motion, Jim- 2d, approved unanimously.

- II. Board Meeting Recap and Discussion (Andrew and Rodey)**
 - A.** Highlights from the Board of Managers workshop on 7/13/2022

~~~ Begin minutes from 7/13/22 BOM workshop ~~~

*The Joint Citizens Advisory Council (CAC) and Board of Managers (BOM) Meeting was held on Wednesday July 13, 2022 at 5:00 pm. Attendance is shown below:*

**CAC Members**

|                |   |
|----------------|---|
| Andrew Aller   | P |
| Rodey Batiza   | P |
| Jim Boettcher  | E |
| Michelle Frost | E |

|                 |   |
|-----------------|---|
| Heidi Groven    | E |
| Peter Iverson   | A |
| Terry Jorgenson | P |
| Sharon McCotter | E |

|                    |   |
|--------------------|---|
| Marilynn Torkelson | P |
| Jeff Weiss         | E |
| Jessica Willey     | P |
|                    |   |

**BOM Members – Staff & Administration**

|               |                                               |   |
|---------------|-----------------------------------------------|---|
| Liz Forbes    | <i>RPBCWD Staff</i>                           | P |
| Amy Bakkum    | <i>RPBCWD District Office Administrator</i>   | P |
| Terry Jeffery | <i>District Administrator</i>                 | P |
| Scott Sobiech | <i>District Engineer<br/>Barr Engineering</i> | P |
|               |                                               |   |

|                  |                                      |   |
|------------------|--------------------------------------|---|
| David Ziegler    | <i>RPBCWD Manager,<br/>President</i> | P |
| Larry Koch       | <i>RPBCWD Manager</i>                | P |
| Dorothy Petersen | <i>RPBCWD Manager</i>                | P |
| Jill Crafton     | <i>RPBCWD Manager</i>                | P |
| Tom Duevel       | <i>RPBCWD Manager</i>                | P |

**5:00pm Work Session Minutes**

Please note that video and audio of the entire work session is available by clicking on the following link: <https://youtu.be/fl2dkHWBxrM>

Administrator Jeffery went through an updated budget slide item by item and for each budget item indicating which items represented decreases and increases from last year and the total increase in budget over last year is 5.9% with Staff costs predicted to be about the same as last year. It was noted that in 2021, the increase in budget was 1.7% and tax revenue was larger than that, so the impact was minimal. Administrator Jeffery indicated there were still many changes to be made by working with District Engineer Sobiech.

Comments and concerns discussed consisted of the following:

- A concern about inflation and future cost increases over presently estimated costs;
- The desire to have a comprehensive, cost-saving multi-year budget for all projects with proposed plans;
- The Importance of maintaining flooding mitigation for cities, and ecosystem services with county, State, and local strategic climate action plans;
- Wetland projects involving land purchases and soil health activities were also important and should not be allowed to slip;
- Anecdotal evidence showed that landscaping related business cost increases across the board were 15% to 30% in the past year.

The need for more workshops to explore and plan future budgets and noting that the budget could now be seen by the CAC for any input they might have, discussion of the preliminary budget ended at 5:55pm. CAC President Aller then presented the CAC Communication Document compiled and prepared from prior CAC meeting discussions of its older version and indicated that Manager Pedersen had started this discussion when she was Chair of the CAC several years ago.

Items discussed included:

- That CAC members should be out in the community, informing members of the public about issues of concern.
- Members should read the CAC statute to obtain a basic starting point for actions.
- The Process to dismiss a CAC member is undefined. There was consensus that since BOM appoints CAC members, the BOM should also be the ones to dismiss.

- It was noted that capital improvement projects and permit applications are both very dynamic and it is difficult to get early information to CAC.
- It was noted that perhaps we should look again at Rules- maybe some changes could be made.
- Discussion surrounding the fact that more than one BOM member might be able to attend CAC, with the caveat that open meeting las would need to be considered, and more than one CAC member could attend the BOM meeting, without limitation.
- To increase awareness, it was discussed that perhaps CAC membership in the future might involve them attending a minimum of BOM meetings per year (ex: 3).
- Members of CAC were encouraged to attend the MAWD training session in December, and at a minimum review the MAWD handbook.
- There was defined leadership transition process for the CAC.

Significant action points:

- There is desire for the BOM and CAC Presidents to meet informally and possibly often. The CAC President, or designee, has been invited to attend the agenda-setting session for BOM meetings. (Presently the Fourth Thursday of the month).
- BOM members recognized that at times CAC motions/action items to the BOM could get overlooked. Emphasis was placed on efforts that some action should be taken and feedback provided.
- Manager Ziegler noted that the MAWD conference happened once per year and that up to 3 CAC members could attend and be reimbursed for travel costs. The meeting is held in Alexandria. If interested, please contact Administrator Jeffery for particulars.
- The presentation and discussion ended at 6:25 to allow the Board Members and Staff to adjourn for a food break. The regularly scheduled BOM meeting was set for 7pm with President Aller signed up to attend for the CAC.
- President Aller noted that Board was very responsive to CAC concerns about improved CAC-BOM communication. He attended the 7:00 BOM meeting which included many items. At 11:00 pm the Board went into a closed executive session which President Aller could not attend. He noted that CAC members interested in attending the MAWD conference should act quickly, certainly by November. CAC members should contact Administrator Jeffery for more detailed information. It was also noted that the MAWD has a committee that looks at recommended legislative priorities to push up.

~~~ End minutes from 7/13/22 BOM workshop ~~~

- B. Response on CAC recommendation to the Board (if any)- see discussion above
- C. New Advisory Topics from the Board?- no new ones
- D. CAC members: members were reminded to [sign up to attend a Board meeting](#), and that the **** Aug 3 BOM meeting needs CAC representative ****

III. Program and Project Updates

Review latest available board packet *prior to meeting* at rpbcwd.org/BOM .
Come prepared to share your thoughts & questions, and to raise motions or consensus items.

- A. **District Project Updates**- District Administrator Jeffery's slide of Project Updates was shown By Eleanor and President Aller went over it in detail, summarizing the status of each project, areas of concern, opportunities for education projects, etc.. Administrator Jeffery said that for the next meeting, he would present the Project Updates as a map. Summary below

Project Updates from District Administrator Jeffery

BLUFF CREEK

Bluff Creek Tributary

This project is the reach extending from Audubon Rd to the main channel north of Pioneer Trail. It is in the final year of maintenance and will be closed out this fall.

Wetland Restoration at Pioneer

Grading, outlet structure, and initial planting is completed. Some additional shrubs will be planted this fall. There is a five-year maintenance program for wetland establishment.

Bluff Creek B5 by Galpin

Feasibility report is completed and was presented to the board at the July 13th meeting. A public hearing is scheduled for August 3rd at the regular meeting of the BOM. The feasibility report will be available on the website. Administrator Jeffery will be at the Chanhassen open house on Thursday the 20th as the hope is to do the project in conjunction with the Chanhassen Galpin reconstruction.

RILEY CREEK

Lake Riley - Alum Treatment

Sediment cores are being reviewed to establish timeframe for next alum dosing in 2023 or 2024

Rice Marsh Lake in-lake phosphorus load

A second alum dosing is scheduled for 2024. The lake has responded well to the first treatment.

Rice Marsh Lake Water Quality Improvement Phase 1

This involved the installation of two kraken stormwater filter systems, a raingarden, soils corrections, and prairie restoration within Rice Marsh Lake Park in Chanhassen. The project is substantially completed with the prairie being planted in June. There is three years of maintenance remaining.

Riley Creek Restoration (Reach E and D3)

This is the same as Lower Riley Creek. There is ongoing maintenance and removal of temporary sediment control BMPs to be removed but is otherwise completed.

Upper Riley Creek Stabilization

The project was ordered by the BOM. Barr is currently developing the plans.

Middle Riley Creek

This is the project performed in a partnership with Bear Path Golf and Country Club. It involved the re-meander of two reaches within the BPGCC, the establishment of floodplain wetlands, and the establishment of naturalized buffer areas. This project is substantially completed. BPGCC will take over maintenance of the buffer areas.

St. Hubert Water Quality Project

This project is substantially completed. There is three years of maintenance remaining. Staff Mahon is working with the science committee to develop curriculum. There are two depression areas where the district will furnish wetland plants and work with the teachers and students to plant these areas.

PURGATORY CREEK

Purgatory Creek Rec Area- Berm/retention area - Design/Construction

No change or progress.

Lotus Lake in-lake phosphorus load control

Lotus Lake will get a second alum dose in 2023. Staff is considering ways to quantify the impact of wake boats on alum application and efficacy.

Silver Lake Water Quality BMP

This project stabilized a small channel to Silver Lake off of Pleasantview Rd. Iron enhanced sand filtration checks were installed in the channel to provide TP removal.

Scenic Heights

This project is completed and off the books. Staff Mahon has been contacted by a teacher for a grant.

Hyland Lake in-lake phosphorus load control

Three Rivers Park District has assumed responsibility for the alum treatments in Hyland.

Duck Lake Watershed Load

This project saw several raingardens and one pervious pavement driveway installed on private property. There is some vegetation management that remains but is otherwise complete.

Duck Lake Road Partnership

This is the partnership to construct the bridge on Duck Lake Rd to reconnect the two bays. Eden Prairie is performing the work with RPBCWD providing financial support.

Lotus Lake Watershed Improvement Project (LL_1, LL_3, LL_7, LL_8)

Barr is preparing a scope of services to look at combining several watersheds contributing load into Lotus Lake into one larger project. It is anticipated that the reduced contract administration, construction administration, and mobilization costs will realize an overall cost savings versus doing each project individually.

B. Learning Presentation/Discussion Topic- none for today

1. Follow up discussion re: CAC-BOM communication meeting held on 7/13/22 Highlights of manager comments:
 - Look at Governance Manual for code of conduct for dismissal reasoning
 - Involve CAC in review of District Rules
 - Encourage more CAC members to attend BOM regular meetings
 - Reinstate dissemination of draft minutes 1 week in advance of next BOM meeting; ask for markups in advance of meeting
 - Have CAC members take turns chairing CAC meetings
 - Attend MAWD in December
 - Read MAWD watershed district handbook and LMC handbook; or present overview of these to CAC
 - Reinstate BOM president & CAC chair meetings; or invite CAC chair to BOM agenda setting meeting
 - Read the statute relating to CAC

This list was prepared by Liz Forbes who also attended the joint CAC-BOM meeting. This list was intended as a summary of some of the main points resulting from discussion. They also can serve as a reminder for discussion at future CAC meetings.

IV. CAC Process and Function

- A. [Sign up for RPBCWD newsletter](#) (if you haven't already) to stay on top of upcoming meetings and news.

V. Running List for Future Meeting Ideas

- A. 10 Year Plan Update: Overview/requirements
- B. Part 3: Rules application (Terry/Scott) – *tentative for August*
- C. CAC/community education approach
- D. Governance manual revision suggestions- a few have been received. Please add your comments. The BOM want to have a lot of CAC input.

Upcoming Events and Adjournment

President Aller noted that Wild Ones Prairie Edge had some dates coming up and asked Marilyn if she would provide some info on them. Marilyn updated the group on several tours being offered July 20, July 27, August 10, and other dates, to visit private yards that have done nice things in terms of native plantings, restoration, etc. A Plant sale will be held on August 27 at Carver-Scott. Marilyn will send out more information and please contact her for additional details.

VP Jim Boettcher reported back that he had contacted the DNR about CAC members being invited to attend their January educational meeting. They will consider this opportunity, and whether it will happen depends critically on their agenda. We will have to wait and see, but it appears promising.

Eleanor noted that this fall there would be another tree event- like last year and Planning will start in mid to late October.

1. Next Board of Managers – August 3, 2022; 7:00 PM Regular meeting/virtual. NOTE: [Need CAC member to sign up](#)
2. Next CAC Meeting – August 15, 2022; 6:00 PM – virtual Zoom meeting
Marilyn advised she will be unable to attend the August meeting.

6:55 – move to Adjourn made by President Aller, 2d by Michelle, passed unanimously.